

Committee Report on Mechanical works at Penhill Rec

Date: Nov 5th, 2024

To: Finance & General Purposes Committee

From: Andrew Briggs – Ops Manager

Subject: Commence Procurement of Mechanical Works

Council Priority: To provide a high standard of services & facilities.

1. Purpose of Report

This report outlines the proposed replacement of mechanical services at Penhill Changing Rooms and provides details on the procurement process, evaluation criteria, and financial considerations. The objective is to update Members on the process and timeline to align the with both grant funding deadlines and loan application progress to ensure smooth delivery.

2. Background

Penhill Changing Rooms serve as a key facility for local sports teams and community groups. However, the mechanical systems, including water heating and distribution, have become outdated, necessitating a full replacement to meet current efficiency, safety, and functionality standards.

A comprehensive scope of works has been developed, detailing the necessary upgrades, including new hot water cylinders, boosted cold water systems, thermostatic blending valves, and associated electrical work. These improvements are essential for ensuring that the facilities remain functional and safe for users.

3. Scope of Works

The project involves:

- Removal of existing 500L hot water vessels and relocation of the plant room.
- Installation of a new cold water main and boosted cold water pump and water softener.
- Installation of 3 x 500L hot water cylinders with immersion heaters.
- Replacement of 18 exposed chrome concussive showers and basin taps across 6 changing rooms.
- Installation of new hygienic PVC wall panels.
- Installation of thermostatic blending valves and pipework insulation.
- Associated electrical works, including the installation of dual-element water heaters.

See Appendix A for the full Scope of Works details.

4. Procurement Process

The procurement for the project will be conducted via an open tender on the UK Government Contracts Finder platform. This approach will ensure that the process is transparent and competitive, allowing for the selection of a contractor that offers the best combination of quality and value for money.

Tender published WC 28th Oct 2024.

5. Evaluation Criteria

The evaluation of bids will be based on a 70/30 split between quality and cost:

5.1 Cost (60%)

Cost will be evaluated using the following formula to ensure a fair comparison of all bids:

This ensures that the lowest-cost bid receives the full 30 points, with other bids receiving proportionate scores.

5.2 Quality (40%)

The **70% quality evaluation** will be broken down into the following sub-criteria:

- **Experience & Track Record (15%):** Assessment of the bidder's experience on similar projects.
- **Technical Proposal & Methodology (10%):** Evaluation of the contractor's proposed approach, including innovations and efficiency improvements.
- **Health & Safety Standards (10%):** Review of health and safety documentation, including risk assessments and method statements (RAMS).
- **Environmental & Sustainability Considerations (5%):** Consideration of the contractor's environmental policies and proposed methods to minimise waste and energy use.

Each sub-criterion will be scored on a scale of 0-5, with higher scores representing higher quality. The total score will be weighted to reflect the 70% importance of quality in the final decision.

6. Financial Considerations

Project Costs

The project is estimated to cost circa £45,000.

Grant Funding

In August 2024, the Football Foundation awarded a 56% grant, up to a maximum payment of £25,000, to support the delivery of this project. The grant must be fully spent within six months of the award date, which necessitates careful alignment of the project timeline to ensure all funds are utilised within the grant period.

Loan Application

The council has committed to delivering the project with the aid of loan funding to cover the remaining project costs. The loan application is currently in progress. Given the timing constraints imposed by the grant funding, it is critical to begin the procurement process immediately to ensure that the project stages are completed on time.

The committee is advised to consider starting the procurement process to align the project with the loan application's progress. This ensures that the required stages of the project are completed before the grant funding terminates and that there is no delay in securing the necessary financing.

7. Recommendations

The following actions are recommended for committee approval:

1. Note the 'Scope of Works' as detailed in Appendix A.
2. Note the publication of the open tender.
3. Note the necessity to align the procurement with the grant funding timeline and the loan application's progress.
4. Monitor the loan application progress to ensure timely financing of the project.
5. Request the evaluation of all received bidders is brought to an FGP Committee for consideration.